



BPA VACANCY ANNOUNCEMENT (#002600-04-BPA)

U.S. DEPARTMENT OF ENERGY
BONNEVILLE POWER
ADMINISTRATION

POSITION AND LOCATION: Office Manager, GS-303-7 (FPL to GS-09), Spokane, WA

This is a temporary promotion/detail opportunity, NTE 1 Year

OPENING DATE 04/28/04	CLOSING DATE 05/11/04	ANNUAL PAY RATE GS-07 - \$33,071 - \$42,993
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Selections at Bonneville Power Administration (BPA) are based on merit and are accomplished without regard to political, religious, or union affiliation or non-affiliation, marital status, race, color, national origin, sex, sexual orientation, age, or non-disqualifying physical disability; nor will such action be based upon any personal relationship, patronage, or nepotism.

WHO MAY APPLY: Career and Career Conditional Employees of Bonneville Power Administration only.

POSITION LOCATION: Transmission Business Line, Transmission Field Services, Spokane Region - TFS

NOTES:

This is a temporary promotion/detail opportunity, **not to exceed 1 year**. Temporary promotions may be extended up to five years or be made permanent without further competition. If this opportunity is not extended or made permanent, the employee will be returned to their original position of record, or to a different position of equivalent grade and pay. Temporary promotions may be terminated at any time based on the needs of management. Note: Applicants must meet the qualification requirements of the position to be eligible for temporary promotion.

Details are available to applicants who are currently employed at a grade at least equivalent to, or a higher grade than, the advertised position- no salary increase is associated with accepting a detail. Applicants do not need to meet the qualification requirements of the position to be eligible for a detail. Details can be extended up to a total period of two years (in 120-day increments). Detailed employees will be returned to their original position of record. Details may also be terminated at any time based on the needs of management.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

CAREER TRANSITION ASSISTANCE PROGRAM (CTAP): Displaced or surplus employees who may be entitled to consideration under CTAP must meet the OPM and BPA requirements for consideration. In order to receive consideration, displaced/surplus employees must apply for consideration. For additional information, please refer to www.opm.gov or to <http://www.jobs.bpa.gov>. You may also call the point of contact for this position for CTAP information and assistance.

MAJOR DUTIES: This position is located in Transmission Field Services, which has responsibility for managing all transmission system operations, maintenance, and construction activities within the Transmission Field Services organizations. The incumbent of this position will manage regional office workload and provide support to the Regional Manager and his staff. This includes oversight of clerical workload; maintain HPO by maintaining open and fair systems; ensure personnel receive required training; assist in recruiting, retention and recognition programs; manage manager's calendar, schedule training and meetings establish agendas and keep minutes; ensure personnel have proper tools and supplies; initiate personnel actions; assist in performance management; handle administrative paperwork for the region; ensure proper accounting is employed in payroll and travel documentation; maintain proper records; and ensure communications standards are utilized.

QUALIFICATION REQUIREMENTS (For temporary promotion): Applicants must have had a total of 1 year specialized experience that has equipped them with the particular knowledge's, skills and abilities to perform successfully the duties of the position, and that is typically related to the work of this position. **Specialized Experience is defined as experience in which the applicant was part of a team providing support in an office preparing payroll, timekeeping, and/or personnel actions.**

Note: In order to be rated as qualified for temporary promotion, we must be able to determine that you meet the specialized experience requirement - please be sure to include this information in your application. To be creditable, specialized experience must have been equivalent to the next lower grade of the position to be filled. Applicants who have qualifying experience performed on less than a full-time basis must specify the percentage and length of time spent in performance of such duties.

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TIME-IN-GRADE RESTRICTION(s): Applicants must have served 52 weeks at the next lower grade level in the Federal service.

BASIS OF RATING: No written test is required. If qualified, ratings will be based on an evaluation of the quality and extent of experience, education, and training in relation to the following knowledge's, skills, and abilities. It is **strongly recommended** that applicants provide a narrative response to the knowledge's, skills, and abilities listed below. Failure to do so may result in a lower score **and** non-referral to the selecting official.

1. **Knowledge of the different employees' pay and personnel systems within the Transmission Field Services organization, e.g., hourly, annual, etc.** (Please describe your experience working with groups of employees who are represented by different labor unions. Include experience preparing paperwork for these employees, e.g. payroll, timekeeping, personnel actions, etc.)
2. **Ability to provide administrative and secretarial support to a manager based on a thorough understanding of office programs and responsibilities.** (Please describe your experience providing secretarial and administrative support to a manager. Include whether there were subordinate meetings, etc.) relationship to them. Also include specific duties you organizations and/or functional areas and your provided for the manager, e.g. manage calendar, arranging
3. **Ability to work effectively and independently in a high volume work environment under the pressure of deadlines, frequent interruptions, and changes in priorities, and make decisions with a minimum of supervision.** (Please describe your experience working in an office dealing with programs that changed in priority and time frames. Include whether these changes were frequent and what impact it had on your work. How did you handle these situations?)

APPLICATION INFORMATION:

There is no specific required application form. There is specific information that you are required to submit. For further information on completing your application, please refer to the statement below "Required Information on Resumes."

- Applicants may, at their choice, submit a resume, the Optional Application for Federal Employment (OF 612), a copy of the obsolete Application for Federal Employment (SF 171), or any other written application format.
- All applications must contain sufficient information to determine eligibility for the position.
- **Applicants will not be contacted for missing information. Material received after the closing date will not be accepted.**

HOW TO APPLY:

Submit your application with supplemental information. It must be received with the application. Your application package should include the following:

1. Your resume, or other application, that fully describes your education and experience.
2. Narrative responses to Knowledges, Skills, and Abilities.

REQUIRED INFORMATION ON RESUMES*:

1. Announcement number, title, and grade of the position for which you are applying.
2. Your full name, mailing address, and day and evening telephone number.
3. Your e-mail address (please provide if available – failure to provide will not effect the processing of your application.)
4. Your Social Security Number.
5. Country of citizenship.
6. High school attended which includes name of high school, location (city/state), and date of diploma or GED.
7. Work experience (Paid and non-paid experience related to the job for which you are applying. Include job title **YOU MUST INCLUDE SERIES AND GRADE IF FEDERAL JOB**, duties and accomplishments, employer's name and address, supervisor's name and phone number, starting and ending dates (**including month and year**), hours worked per week, salary).
8. Indicate if we may contact your current supervisor.
9. A list of other job related training, skills (for example, languages, tools, machinery, typing speed, etc.), certificates and licenses, honor societies, awards, professional membership, publications, leadership activities, performance awards, etc.

***Please note that if your resume or application does not provide all the information requested in the vacancy announcement, you may lose consideration.**

FORMS AVAILABILITY: All application materials may be obtained from all Bonneville Power Administration Human Resources offices (2401 NE Minnehaha Street, Construction Services Building, Vancouver, WA 98663; or 905 NE 11th Avenue, Portland, OR 97232), or by calling 360-418-2090 or 503-230-3055. You may also download a copy of this announcement, including all forms from our website at <http://www.jobs.bpa.gov/>

If you have questions, you may call the Staffing Center at 360-418-2090 or 503-230-3055.

Applicants should retain a copy of their application as BPA does not return applications or provide copies.

WHERE TO APPLY:

If **mailing** your application, please send to the following address: Bonneville Power Administration, ATTN: Personnel Services – CHP/CSB-2, PO Box 491, Vancouver, WA 98666, (street address): 2401 NE Minnehaha Street, Vancouver, WA 98663

If applications are delivered in person, they can be delivered to the address above **OR** to: Bonneville Power Administration, Personnel Services, 905 NE 11th Avenue, Portland, OR 97232.

RECEIPT OF APPLICATION:

Your complete application must be received no later than 12 midnight Pacific Daylight Time (PDT) of the closing date to be accepted. Applications submitted by fax or e-mail must be time/date stamped or electronically postmarked at point of origin no later than 12 midnight PDT.

Applicants will be notified of receipt of their application package.

FAX APPLICATIONS:

Faxed applications should be sent to **360-418-2063**. Applicants are responsible for ensuring that application materials transmit successfully.

EMAIL APPLICATIONS:

Applications should be sent as email attachments to: jobs@bpa.gov. The Announcement Number must be included in the subject line of the email. Required forms may be sent as email attachments, may be faxed, or sent as hard copy. Application materials provided by different means must be cross-referenced so they may be combined at BPA. Applicants who apply by email will receive an email confirmation. Applicants are responsible for ensuring that application materials are formatted in a manner that will transmit successfully.

THE BONNEVILLE POWER ADMINISTRATION IS A HARASSMENT FREE WORKPLACE.

www.va.gov	http://www.jobs.bpa.gov/	www.usajobs.opm.gov	http://www.opm.gov/qualifications/index.htm
Veterans Administration	Bonneville Power Administration	Office of Personnel Management Jobs	Office of Personnel Management